

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Tuesday, September 30, 2014 7:33 AM
To: Castro, Ramona
Subject: Questions about your boxes

Importance: High

Categories: EZ Record - Shared

Ramona,

I have a few questions about your accession:

- I'm wondering if you have CDs or DVDs with your files (see 90295-97)?
- Are there permits in boxes 1-4 for 205b?
- Box 5 may be purely compliance, so we may need to be sent separately because compliance is a 5 year retention and permits are for 10 years. I can send them as supporting documentation for permits, but not as compliance if the others are permits.
- I would ask you to check the Closed Dates for box # 1, is it 12/31/2012?

If we do this early enough today, maybe Mike will have time to approve it before he leaves.

Thank you,

Joyce Aoyama
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